



# HUMAN RESOURCES DEPARTMENT

City of Burlington

200 Church Street, Suite 102, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: 7-1-1 or 800-253-0191

## PROJECTS AND POLICY SPECIALIST II COMMUNITY AND ECONOMIC DEVELOPMENT OFFICE

**POSTING DATE:** June 21, 2016

**RANGE OF PAY:** \$23.3592 - \$27.8332/hour

**EXEMPT/NON-EXEMPT:** Exempt

**DEADLINE TO APPLY:** July 22, 2016

**POSITION STATUS:** Regular Full Time

**CLASSIFICATION GRADE:** 17

**UNION:** Non-Union

This position is responsible for facilitating development projects and policies that create economic vitality. This position is generally project-focused, and expected to work with a variety of public, private and nonprofit partners. Outcomes will be driven by community planning processes, requirements of funders, and the priorities of the Mayor and CEDO leadership.

### Essential Job Functions:

- Assist with CEDO's implementation of development projects, particularly housing development.
- In accordance with the Housing Action Plan, review, evaluate and implement housing policies.
- Maintain full knowledge and control of relevant information and tasks for each project.
- Implement all aspects of project completion including, but not limited to project planning, acquisition of new funding sources, coordination of resources, budgeting, public process, policy research, and internal and external partner coordination.
- Hire and supervise contractors, consultants, and employees when necessary within City policies and procedures.
- Conduct policy and best practices research for development across municipalities nationwide, particularly housing.
- Maintain accurate reporting of time and money, as well as results on each project.
- Comply with regulations associated with funding sources which may include but not limited to federal or state funding, tax increment financing or private funds.
- Report regularly on progress to the Assistant Director of Sustainable Housing and Economic Development, and potentially public bodies.
- Establish and maintain good relations with co-workers and external partners
- Maintain office duties in CEDO including but not limited to attending staff meetings, participating in training, etc.
- Prepare and distribute publicity on projects when applicable.
- Continually research new program and funding opportunities for projects that further the goals of the City.

### Qualifications/Basic Job Requirements:

- Bachelor's degree required in Public Administration, Community and Economic Development or Planning, with three years of project management experience in one or more areas such as: housing development, brownfields redevelopment, downtown revitalization, development finance, business assistance and business planning, economic policy creation, transportation and/or historic preservation.
- Experience with housing policy preferred.
- Basic project management skills such as the ability to communicate effectively with partners, bring projects in on time and on budget, understanding and following regulations, building permit process, and City government processes in general.
- Ability to meet deadlines and manage multiple projects at the same time.
- Experience in large project management (budgets over 100k) from start to finish.
- Ability to do research on best practices and policies for municipalities, particularly for development and economic vitality.
- Experience in fundraising, grant management, and municipal budgeting and bonding.
- Ability to communicate effectively and conduct public meetings.
- High degree of administrative capabilities and organizational skills.
- Working knowledge of applicable local, regional state and federal regulatory and permit processes.
- Experience in hiring and supervising contractors and consultants.
- Experience in effective public process.
- Demonstrated experience in accessing new funding sources.
- Ability to manage budgets.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

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**To Apply:** Submit cover letter, resume and a City of Burlington Application to: Human Resources Department, 200 Church Street, Suite 102, Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: [www.burlingtonvt.gov/HR](http://www.burlingtonvt.gov/HR). The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic

information. The City is also committed to providing proper access to services, facilities, and employment opportunities.  
For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.  
**WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.**